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FEB 8 1949

Executive

Deputy Assistant Director for Reports and Estimates

**Request for approval of reorganization within the Map Library Division,
Map Branch, ORE.**

1. It is requested that approval be given, pending required classification actions, of the reorganization within the Map Library Division of the Map Branch as indicated on the attached summary sheet. This reorganization would not involve a net increase in the number of positions allowed for the T/O of the Map Library Division. It would, however, require the canceling out of four positions in the Processing Section and one in the Reference Section for the establishment of five new positions, two of which would be in the Procurement Section, two in the Reference Section and one in the Office of the Chief. A classification would be requested for a P-2 position that would not be filled concurrently with an existing P-1 position. The net annual increase in T/O payroll for the Map Library Division would be \$1,028.

2. The Chief of the Map Branch discussed with this Office the serious need for increased T/O, particularly in the Procurement Section and the Reference Section of the Map Library Division, in order to maintain efficient operation. It was pointed out to him that no increase in the number of positions in the T/O for the Map Branch could be made until every possible adjustment had been effected within his Branch to maintain minimum satisfactory operations. Since he felt that there were no positions in other parts of the Branch available for transfer to the Map Library Division, it was necessary to survey the situation in the Map Library Division and to attempt adjustments within the framework of its T/O.

3. This request for approval of reorganization is based on a very apparent need for shift in emphasis in the operation of the Map Library Division.

a. The responsibilities and workload for the Procurement Section in coordinating and otherwise handling the map exchange commitments of the foreign map procurement program for the benefit of U.S. Government mapping agencies have increased rapidly during the past months. The operation within this Section is closely geared in with the foreign map requirements of the military agencies

There is no way of lightening the load on this Section without defeating the effectiveness of the program. An increase in personnel within this Section is very necessary in order to handle the increased workload.

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b. The complexity of the requests for map selection and map reference service placed upon the Reference Section during the past months has increased to the extent where the present personnel can no longer give adequate service. It is essential that the number of persons handling map reference requests be increased to meet the demands made upon this Section. This is a service given primarily to the CIA professional personnel and to other IAC agencies and should be maintained at an efficient level.

c. The operation within the Map Library Division is difficult from an administrative point of view and it is increasingly apparent that an administrative clerk should be assigned to have responsibility for handling and coordinating the many administrative matters that arise within the Division.

d. The work of the Processing Section in cataloguing and indexing maps is extremely important but is within an area where the workload can be decreased without breaking down the entire operation of the Map Library Division. Its immediate responsibilities are internal and a portion of its function is to improve maintenance and reduce backlog. It is, therefore, within this Section that the major reduction is recommended.

4. Within the limitations set by the number of positions available to the Map Library Division under its present T/O, it is felt that this proposed reorganization is the only effective method for meeting the very real operating difficulties and changes in emphases within the Division, particularly in regard to the responsibilities to other parts of CIA and to other IAC agencies. There is no question but that the maintenance of the map collection will suffer to some extent but it is only within this area that a reduction in operations can be permitted. There is no way to be assured of a constant workload at the present level and any major increase may well overtax the present personnel even under this proposed reorganization. However, every effort has been made to plan ahead within the set limitations.

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3 February 1949

cc: Executive (1)

DAD/ORE (2)✓

Admin. Staff, ORE (1)

Management Officer (1)

Map Branch, ORE (2)

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